

SUMMIT LAKE PAIUTE TRIBE  
Primary Administrative Office  
2255 Green Vista Drive, Sparks, NV 89431  
(775) 827-9670 Fax (775) 827-9678

### **JOB ANNOUNCEMENT**

**Position Title:** Program Office Assistant                      **Rate of Pay:** DOE (\$12. - \$16. Hour)  
**Benefits:** Paid Holidays/Sick Leave and Health Insurance Allowance after successful completion  
of 6-month probationary period.  
**Opening Date:** April 6, 2021                                      **Closing Date:** Tribal Preference: April 20, 2021  
**Funding Program:** Varies    **Duration of Employment:** Regular, Part Time (DOE)

**ABOUT THE TRIBE:** The Summit Lake Paiute Tribe (SLPT) is a federally-recognized Tribe. The Summit Lake Indian Reservation is located 50 miles south of the Oregon border; 68 miles east of Cedarville, California and 83 miles north of Gerlach, Nevada. SLPT's primary administrative office is in Sparks, Nevada.

**JOB SUMMARY:** The Program Office Assistant will provide administrative and clerical support to the Natural Resources Department. This position is responsible for a variety of tasks as described below. Strong analytical, verbal and written communication skills and excellent computer skills are required, including the ability to type quickly and accurately with time management emphasis. The Program Office Assistant must possess a pleasant manner, excellent people skills, ability to be a team player, and project a professional company image through in-person and phone interaction.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

Under the direct supervision of the Natural Resources Department Director, shall perform the following duties.

1. Provide administrative and clerical support for the Natural Resources Department., i.e., photocopying/scanning, respond to correspondence/compose letters, create/modify documents, receive/process incoming/outgoing mail.
2. Assist with financial accounting including but not limited to track mileage and fuel logs and prepare purchase orders.
3. Maintain filing system of grant records, equipment records, account records, etc.
4. Ensure compliance with the SLPT policies regarding the postage meter machine, copier, and personal computers.
5. Assist with procurement of supplies, equipment, services.
6. Assist with detailed time records of contributed services and of matching contributions.
7. Assist with planning of educational events.
8. Assist with keeping Natural Resources Department portion of office clean and organized.
9. Other duties as assigned

## **MINIMUM QUALIFICATIONS:**

1. Possess High School Diploma or GED
2. Minimum 12 months of work experience in the fields of: office administration, financial management, or project coordination.
3. Must be computer literate and proficient with Microsoft Office (Excel, Word)
4. Typing minimum 45 WPM
5. Possess professional verbal and written communication skills.
6. Must have professional telephone protocol experience.
7. Excellent reading, writing, grammar and math skills.
8. Strong organization skills, attention to detail and time management.
9. Knowledge of and experience with records management.
10. Must be physically fit and capable of lifting and moving 35 pounds up and downstairs.
11. Possess a valid driver's license, insurable by Tribe's insurance company, and not prohibited from driving a federal government vehicle.
12. Name not included on Federal Excluded Parties List System <http://www.epls.gov>

## **PREFERRED QUALIFICATIONS:**

1. Bachelors degree in Business or Public Administration, other applicable fields
2. 2 years' experience working with Tribal Organizations
3. Experience in understanding BIA Public Law 936-638 Contracts, as well as other grants administration and financial reports including preparation of budgets.
4. Knowledge of principles in the following disciplines: limnology, botany, watershed management, hydrology, fish population dynamics, aquatic survey techniques, and experimental design.

**TRAVEL REQUIREMENTS:** Flexibility with regard to business-related travel is a must. This includes overnight trips to Summit Lake Indian Reservation under remote and primitive conditions and attendance at training sessions and conferences as necessary.

To Whom Position Reports:	Natural Resources Department Director
Employee Classification:	Part Time Employee
Travel Requirements:	May travel to Reservation
Driver's License:	Must possess a valid Nevada driver's license
Overtime Status:	Non-exempt
Probationary Period:	180 days

**TRIBAL MEMBERS AND INDIAN PREFERENCE:** The Summit Lake Paiute Tribe is a Tribal member and Indian preference employer, in accordance with Section 7(b) (c) of Public Law 93-638, the Indian self-Determination Act. However, in all other instances the Tribe complies with Title VII of the Civil Rights Act of 1964 and does not discriminate on the basis of age, race, creed, sex, sexual orientation, religion or national origin.